



UNITED STATES EMBASSY OTTAWA, CANADA  
P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5263, FAX: (613) 688-3055

**Location:** MISSION, CANADA

## **MISSION CANADA WAE EMPLOYEE POOL (MULTIPLE OPENINGS)**

**VACANCY NUMBER: 10-04**

Friday, January 29, 2010

This Vacancy is **Open**

**OPEN TO:** All Interested Candidates

**POSITION:** WAE Pool (Corrected Title) **Grade:** FSN-6/FP-8\* -  
Administrative Clerk  
FSN-7/FP-7\* - Administrative Assistant  
FSN-8/FP-6\*- Program Assistant

**OPENING DATE:** Wednesday, January 20, 2010

**CLOSING DATE:** Monday, March 01, 2010

**WORK HOURS:** Intermittent Work Schedule

**SALARY:** Ordinarily Resident- FSN-6 CDN\$19.18, FSN-7 CDN \$22.02,  
FSN-8 CDN\$23.66  
\*Not-Ordinarily Resident- FP-8, FP-7, FP-6

**LENGTH OF HIRE:** When Actually Employed

**NOTE:** SALARY MAY VARY DEPENDING ON THE QUALIFICATIONS OF  
THE SUCCESSFUL CANDIDATE.

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE  
CONTACTED.

ALL ORDINARILY-RESIDENT APPLICANTS MUST HAVE  
CANADIAN CITIZENSHIP OR HAVE THE REQUIRED WORK  
AND/OR RESIDENCE PERMITS TO BE ELIGIBLE FOR  
CONSIDERATION.

ALL USEFMS, EFMS AND MOHS WHO HAVE NOT YET ARRIVED  
AT POST ARE WELCOME TO APPLY.

The U. S. Embassy in MISSION is seeking individuals for employment in CANADA  
for the position of WAE Pool (Corrected Title) in the TBA.

**BASIC FUNCTION OF POSITION**

FSN-6/ FP-8- Full range of office management duties to include: handling phones calls and visitors, routing materials, maintaining supervisor's calendar, drafting correspondence and cables, maintaining files, etc. is required.

FSN-7/FP-7- Full range of administrative support duties for assigned section to include work on ad hoc projects as assigned is required.

FSN-8/FP-6- Fact finding research, analysis and interpretation of laws and regulations in the field of expertise, preparing factual and analytical reports and performing administrative support as needed is required.

#### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each of the six required qualifications detailed below with specific and comprehensive information supporting each item. This should be done in the cover letter submitted with the application forms, in the SUBJECT line when submitting electronically, and in the resumé.**

**Additionally, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Citizen Veterans are preference candidates and should identify themselves accordingly on the cover letter.**

**In the SUBJECT line of the online submission, please indicate the job announcement number and status i.e. USEFM, US Veteran, Permanent Resident, Dual Citizen, Canadian Citizen.**

**In a situation where additional announcements are published to advertise this position, the job function, required qualifications, and other terms and definitions contained in this official, approved Embassy advertisement shall be used as the controlling document for purposes of screening and selecting qualified candidates.**

**1. Education:** FSN-6/ FP-8- Completion of secondary school is required.

FSN-7/FP-7- Completion of secondary school is required.

FSN-8/FP-6- University degree in relevant field is required.

**2. Experience:** FSN-6/FP-8- Minimum of 1 year administrative or clerical experience is required.

FSN-7/FP-7- Minimum of 2 years of administrative experience is required.

FSN-8/FP-6- Minimum of 3 years progressively responsible experience in relevant field is required.

**3. Language:** FSN-6/FP-8- Level III (Good Working Knowledge) of reading/speaking/writing English is required.

FSN-7/FP-7- Level III (Good Working Knowledge) of reading/speaking/writing English is required.

FSN-8/FP-6- Level IV (Fluent) reading/speaking/writing English is required.

**4. Knowledge:** FSN-6/FP-8- Basic Knowledge of office procedures and related business protocol is required.

FSN-7/ FP-7- Good knowledge of office procedures and related business protocol, and working familiarity with FAM, FAH, and Mission policies is required.

FSN-8/FP-6- Advanced knowledge in assigned subject matter and good knowledge of office procedures and related business protocol is required.

**5. Skills and Abilities:** All levels require basic computer skills with 35 wpm typing skills.

**6. Interpersonal Skills:** All levels require exercised use of tact.

### SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs), and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Candidates for employment are normally hired at the first step of the grade of the position. However, previous salary history will be taken into consideration in determining a salary level above Step 1. Documentation must be provided to confirm salary rates above Step 1. For USEFMs, an SF-50 personnel action is required.

### ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently-employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently-employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Candidates must be able to obtain and hold a non-sensitive or sensitive security clearance for this position and pass a medical examination.
7. Testing may be conducted to ensure eligibility levels for specified skills and abilities are met. Overall score ranges for testing through the Brainbench online program are provided under "Definitions" on page 4.

### TO APPLY

All applicants must address each of the six required qualifications detailed in the

job announcement by identifying them and addressing how the applicant meets each of the qualifications. This should be done in the cover letter with the application forms and resumé. Please state the Job Announcement number and Job Title in your submission.

U.S. Citizen Eligible Family Members (USEFMs) and U.S. Citizen Veterans are preference candidates and should identify themselves accordingly on the cover letter to expedite the screening process.

Interested applicants for this position must submit the following:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612;  
(Access to SF-171:  
[http://ottawa.usembassy.gov/content/embconsul/pdfs/hr\\_formSF171.pdf](http://ottawa.usembassy.gov/content/embconsul/pdfs/hr_formSF171.pdf))  
(Access to OF-612:  
[http://ottawa.usembassy.gov/content/embconsul/hr\\_formOF612.pdf](http://ottawa.usembassy.gov/content/embconsul/hr_formOF612.pdf))  
plus
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 (Report of Separation from the Armed Forces of the United States.) This form must accompany their application.
3. Any other documentation (e.g., education verification (copy of degree), essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
4. Contact information of three (3) professional references: telephone number, e-mail address, and mailing address. Please be sure to indicate your relationship to the reference i.e. colleague, subordinate, supervisor, etc.
5. SF-50 Personnel Actions which reflect employment status and Highest Previous Rate (HPR) of salary must be provided by U.S. Citizen Eligible Family Members (USEFMs).

**SUBMIT APPLICATION TO:** Human Resources Office  
American Embassy  
P. O. Box: 866  
Station: B  
Ottawa ON K1P 5T1

You may also e-mail resumes to: [ottawahr@state.gov](mailto:ottawahr@state.gov).  
Reference Job Announcement number.

**POINT OF CONTACT:** Human Resources Office  
Phone: N/A

## DEFINITIONS

- I. U.S. Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
- U.S. Citizen; and,
  - EFM (see below) at least 18 years of age; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG Agency that is under COM

authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM3232.2.

II. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or Domestic Partner;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, step-children and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including step-parents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including step-sisters and step-brothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

III. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside other Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

IV. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

V. Ordinarily Resident (OR) - A Foreign National or U.S. Citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. Citizens, are compensated in accordance with the Local Compensation Package (LCP).

Test Information:

\* Proficiency Level Descriptions - Brainbench Standardized Test Score Results

The proficiency levels describe in very general terms what typical examinees know

and their capabilities in an applied setting. Score ranges for proficiency levels of skills and abilities as tested through the Brainbench online program are as follows:

NOVICE: 1.00 - 1.50: Demonstrates an understanding of only the most basic concepts contained within this topic. Individual will most likely require formal training or self-study before receiving any assignments in this area.

BASIC: 1.51 - 2.50: Demonstrates an understanding of the fundamental concepts involved with this topic. Knowledge level appears equivalent to that gained through introductory courses. May require supplemental training and close supervision to develop a working knowledge level to be able to perform assignments independently.

PROFICIENT: 2.51 - 3.50 : Demonstrates a solid understanding of core concepts within this topic. Appears capable of working on most projects in this area with moderate assistance. May require some initial assistance with advanced concepts.

ADVANCED: 3.51 - 4.50: Demonstrates a clear understanding of many advanced concepts within this topic. Appears capable of mentoring others on most projects in this area.

EXPERT: 4.51 - 5.00 : Demonstrates understanding of most advanced concepts within the subject area. Appears capable of mentoring others on the most complex subjects.

**CLOSING DATE FOR THIS POSITION: MONDAY, MARCH 01, 2010**

**The U.S. Mission in Canada provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

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